

INDEX TO VOLUME 34

SEPTEMBER, 1953 — JUNE, 1954

Administration, see Boggess, Collins, Hicks, Latzer, Satlow, Sweetland

Altman, Dr. Samuel P. G., Take a Picture (Statistical) of Your Graduating Class, Ja 25

Another Simplified Keyboard, D 11

Application Letters, see Hay

Arithmetic, see Gehrig, Heiges, Huffman, Rosenblum

Audio-Visual Aids, see Caulfield, Gibson, Packer, Survey (D 21)

Automobile Insurance, How to Present a Unit on, O 14

Balance Sheets Build Security, O 37

Balsley, Dr. Irol Whitmore, Business Stationery Practices, Ap 11

Barber, Katherine, Fundamental Problems in Distributive Education, Jn 19

Barrord, Sara L., How I Teach the Ribbon Change, N 25

Basic Social-Study Techniques Applicable to a Consumer Class, Jn 16

Bell, Robert E., My Favorite Devices for Teaching Transcription, O 35

Bernard, Louise, How to Use the DE Training Profile, S 26

Best of the Best, F 38, Ap 42

Boggess, Louise, Modern Planning for Business Training in Carmont, Calif., O 9; in South San Francisco, S 13; The New San Francisco State College, Jn 13

Bond, Richard W., Make Your Own Desk Lectern, S 32

Bookkeeping, see Briggs, Freeman, Garrison

Bookkeeping Contest Rules, O 37, N 20, Ja 20, F 24, Mr 33, Ap 32, My 34

Brandel, Leroy A., How to Teach "Instant Indexing," N 21

Brice, Donald, Now You Can Buy Dictation on the Road, Ja 31

Briggs, Milton, Balance Sheets Build Security, O 37; Do Your Students Know Their Technical Vocabulary, My 24; Pitfalls in Journalizing, N 20, in Posting, D 18; Teach "Loss" as Well as "Profit," Mr 33; The Columnar Cash Journal, Ap 32; Three Fundamental Bookkeeping Formulas, S 25; Trial-Balance Trouble, Ja 20

Budish, Bernard Elliott, My favorite devices for making shorthand lively, S 12

Bulletin-Board Displays, D 12, F 30, Mr 19, 22, Ap 19, My 17-23

Bulletin-Board Projects, My 20

Business Department Goes on TV, The, S 23

Business Education World's 17th Annual International Bookkeeping Contest, F 24, Jn 32

Business Law Exhibit, F 30

Business Letters, see Balsley, Garren, Hay, Henning, Krause, Mulkern

Business Scene, see Special Features

Business Stationery Practices, Ap 11

Buying an Education, Projects in, Ap 17

Cambier, Dennis, Practical Business Experiences Should Start with Work Right in the School, F 19

Caplan, Samuel W., Distributive Education, S 30, O 42, N 30, D 34, Ja 30, F 34, Mr 38, Ap 40, My 32, Jr 40

Caulfield, Phyllis, How to Build Your Audio-Visual Materials File, D 25

Challenge in Teaching Shorthand, Jn 23

"Charge It, Please!" F 29

Christmas in the Classroom, D 12

Chronological Filing practice drills, Mr 30, 31

Classroom Layout, see Boggess, Duckwall, Kubik, McGill, Schmidt

Clerical Practice, see Huffman

Collins, Dr. Marian Jo, Preparing Your Orders for Supplies, My 14

Connelly, Mary E., Typing Drills for Number Control, Ap 36, My 28, Jn 28

Consumer Education, see Dunbar, Heimerl, Kiiskila, Maxwell

Cooley, Kathryn, Summer School: Three F's, Ap 31

Curriculum Planning, see Sweetland

Dickinson, Prof. Tilly S., An Integrated Testing Program, Mr 27

Dictation Tapes, see Brice, Gregg

Discussion Leader, Ja 28

Distributive Education, see Special Features; also Dunbar, Kneeland and Bernard, Krawitz, Miller, Rockafeller

Do Direct-View Copyholders Help Typing Students, F 11

Do Your Students Know Their Technical Vocabulary, My 24

Dodson, Lemuel C., Fundamental Problems in Distributive Education, Jn 19

Duckwall, Rida, Cupboards at Emporia State, The, D 14; Transcribing Machines: For Shorthand Practice, O 27

Dunbar, Florence Wissig, Projects Make Consumer Studies More Interesting to the Student, O 33

Duplicating, see Huffman

Dyer, H. M., My favorite device for shorthand theory, N 26

Exploring More Mysteries in Transferring the Skill of Manual and Electric Typists, Ap 14

Favorite teaching devices: for Bookkeeping, Jn 21; Filing, N 21; Selling, N 12; Shorthand, S 12, N 26, My 12; Spelling, My 12; Transcription, O 35, F 26, My 12; Typewriting, My 13

Fedor, Laddie J., Exploring More Mysteries in Transferring the Skill of Manual and Electric Typists, Ap 14

Filing, see Brandel, Hale, Huffman; also Projects

Filing: Teaching the Use of Cabinets, O 19

Filmstrips, A new series of, My 32

Finance, see Gane, Maxwell, Pearson, Pursell

First Lesson in Typewriting, The—When You Use Electric Machines, N 23

Fosdick, Marion E., Shorthand Carols, D 13

14 Principles to Follow in Setting Up a Clerical-Practice Course, S 16

Frakes, John C., "We Did Something about Correct Telephone Technique," O 22

Freeman, Dr. M. Herbert, Bookkeeping Class, September, S 19

Frequencies (3-letter sequences), see Moran

Fundamental Problems in Distributive Education, Jn 19

Gamble, Joan, My favorite shorthand teaching device: A Class Newspaper, My 12

Gane, Dr. F. H., A New Appraisal of the Small-Loan Business, My 9

Garen, Pearl E., What Business Letters Really Look Like, Mr 32

Garrison, Lloyd L., Favorite Devices in Teaching Bookkeeping: Vocabulary Boosters, Jn 21

Gavin, Ruth, How to Set Up a Transcribing Routine, Mr 29

Gehrig, Earl A., 60-Day-6% or 360-Day-1%, S 18

General Business, see Balsley, Kiiskila, Himstreet, Lloyd, Maxwell, Murray, Musselman, Price, Rosenblum, Selden

Getting Ready for September, S 21

Getting Support, F 32

Getting Together on Researches, D 29

Gibson, Dr. E. Dana, How to Become a Projection Expert, D 23; Transcribing Machines: If You Cannot Buy Them, Rent Them, O 29

Go After What You Need in Your Typing Laboratory, D 7

Goodwin, Gretchen, How Colby J. C. Uses SoundScriber Recordings for Shorthand Practice, F 23

Green, Helen Hinkson, The Business Department Goes on TV, S 23; Summer School: Ah, Scholars, Ap 29

Green, M. Louise, Do Direct-View Copyholders Help Typing Students, F 11

Gregg Awards Program, F 15; changes for September, Jn 18

Gregg Extends Its Dictation Tapes, N 26

Gress, John J., I Had to Put on a Television Demonstration, Jn 12; Using Slides in Typewriting, Ap 33

Gross, Dr. Philip S., Learning the Keyboard by the "Tuch-Rite" Method, Mr 26

Hagar, Hubert A. (obituary), O 42

Hale, Jordan, Filing: Teaching the Use of Cabinets, O 19; A Routine and Materials for Teaching Chronological Filing to Slow Learners, Mr 30

Hansen, Dr. Kenneth J., Professional Reading, S 31, O 43, N 31, D 35, Ja 31, F 35, Mr 39, Ap 41, My 33, Jr 41

Hay, Robert D., What Businessmen Want in Application Letters, S 7

Hecht, Joseph C., My favorite device for teaching selling, N 12

Heiges, P. Myers, Some Number Drills for Students of Record Keeping, Mr 12

Heimerl, Ramon P., Ten Basic Social-Study Techniques Applicable to a Consumer Class, Jn 16

Henning, Virginia D., Letter Placement by the One-Inch Judgment Method, Jn 30

Hicks, Dr. Charles B., How to get the Equipment You Need for Your Secretarial-Practice Course, Ja 23; to Maintain Student Interest in Your Secretarial-Practice Course, Mr 35; to Meet Individual Differences in Your Secretarial-Practice Course, My 16; to Organize Group Projects for Your Secretarial-Practice Course, Ap 21; to Organize the Subject Matter of Your Secretarial-Practice Course, F 13; to Overcome Common Problems in Your Secretarial-Practice Course, Jn 25

Himstreet, William C., Try a Local-Industry Approach, Mr 23

How Colby J. C. Uses SoundScriber Recordings for Shorthand Practice, F 23

How Emporia Remodeled Its Faculty Offices, N 10

How I Teach the Ribbon Change, N 25

How Much Arithmetic in Clerical Practice, N 16

How Much Calculating Machine Instruction in Clerical Practice, Mr 13

How Much Duplicating in Clerical Practice, D 19

How Much Filing in Clerical Practice, O 17

How Much Office Routine in Clerical Practice, F 9

How Much Typing in Clerical Practice, Ja 11

How to Become a Projection Expert, D 23

How to Build Your Audio-Visual Materials File, D 25

How to Get Good Class Discussion, Ja 27

How to Get the Equipment You Need for Your Secretarial-Practice Course, Ja 23

How to Maintain Student Interest in Your Secretarial-Practice Course, Mr 35

How to Meet Individual Differences in Your Secretarial-Practice Course, My 16

How to Organize Group Projects for Your Secretarial-Practice Course, Ap 21

How to Organize the Subject Matter of Your Secretarial-Practice Course, F 13

How to Overcome Common Problems in Your Secretarial-Practice Course, Jn 25

How to Set Up a Transcribing Routine, Mr 29

How to Soup Up a Typewriter, F 18

How to Teach "Instant Indexing," N 21

How to Teach the Financial Page, D 16

How to Use Royal's "Carriage-Tension Control," F 18

How to Use the DE Training Profile, S 26

Huffman, Harry, 14 Principles to Follow in Setting Up a Clerical-Practice Course, S 16; How Much Arithmetic in Clerical Practice, N 16; How Much Calculating Instruction, Mr 13; Duplicating, D 19; Filing, O 17; Office Routines, F 9; Typing, Ja 11; Visual Display, My 17

I Had to Put on a Television Demonstration, Jn 12

Insurance, (automobile) O 14, (life) N 15

Jensen, Junne W., Christmas in the Classroom, D 12

Kiiskila, Roy, "Charge It, Please!" F 29

Kneeland, Dr. Natalie, How to Get Good Class Discussion, Ja 27; How to Use the DE Training Profile, S 26

Krause, Ruthetta, What Should We Teach about Paper, F 21

Krawitz, Myron J., Getting Support, F 32

Kruger, Ellen, Punctuation Previews, F 26

Kubik, Betty Martin, Modern Planning for Business Training: The Hamilton, Ohio, D.E. Room, N 18

Latzer, Prof. Paul J., We Must Learn from "T.W.I." F 7

Learning the Keyboard by the "Tuch-Rite" Method, Mr 26

Leslie, Louis A., Quoting Doctor Gregg, S 29, O 41, N 29, D 33, Ja 29, Mr 37, Ap 39, My 31, Jr 39

Letter Placement by the One-Inch Judgment Method, Jn 30

Lloyd, Dr. Alan C., General Business: Student Projects that Will Intensify Learnings, Mr 17, Ap 17, Jn 35; Machine Transcription Course in Ten Lessons, My 11; Merchant Calculators Come to School, Ja 16; New 10-Lesson Kit for Teaching the 10-Key Adding Machine, O 12; Remington Standard Has New Margin Arrangement, N 9; There's a New Allen Typewriter, Ja 13; a New IBM, My 25; a New Smith-Corona, Mr 16; a New Underwood, Ap 13; Visual Display, My 17

Machine Transcription Course in Ten Lessons, My 11

Madison, Dr. George W., Transcribing Machines: A Program for Improving Instruction on Them, O 25

Mailable Transcript Speed Test, No. 1, Mr 15; No. 2, Ap 35; No. 3, My 27

Make Your Own Desk Lectern, S 32

Merchant Calculators Come to School, Ja 16

Master List of Supplies for the Business Department, My 14

Maxwell, Gerald W., How to Teach the Financial Page, D 16; Try Taking a Field Trip, Mr 21

McGill, Esby C., How Emporia Remodeled Its Faculty Offices, N 10; Visual Display, My 17

Meaning of Routine in Clerical Work, The, F 10

Mereness, Ann, New Business Equipment, S 48, O 56, N 48, D 48, Ja 48, F 48, Mr 56, Ap 56, My 48, Jn 54

Miller, Thomas E., Fundamental Problems in Distributive Education, Jn 19

Modern Building for Business Training in Chicago, at Luther High School North, My 7; The New California State College at San Francisco, Jn 13

Modern Planning for Business Training: Cupboards at Emporia State, D 14; Hamilton, Ohio, D. E. Room, N 18; High School on a Hillside, O 9; in South San Francisco, S 13

Moran, W. A., Most-Common Three-Letter Sequences, Jn 37

Motivation in Special Drives, My 23

Mount, Dick, Summer School: Earn Your Way, Ap 25

Mulkerin, Dr. Donald J. D., Two Projects in Business Letter Writing, Ap 19

Murray, Joseph J., My favorite device for teaching typewriting: A Salary-Plan Project, My 13

Museum Exhibit, The, F 30

Musselman, Dr. Vernon A., Try Using News to Start Units, M 24; Visual Display, My 17

Neuenhaus, Arthur F., Using Slides in Typewriting, Ap 33

New Business Equipment, see Special Features

New 10-Lesson Rem-Rand Kit for Teaching the 10-Key Adding Machine, O 12

New York University Has Developed New Facilities for Retailing Students, Ap 20

Noma—First Aide to Business Teachers, Ja 7

Noma Co-operation, see Balsley, Place, Willett

Now You Can Buy Dictation on the Road, Ja 31

Number Control Drills, Ap 37, My 29

Office Machines, see Goodwin, Huffman, Lloyd, Thomas

Office Routines, see Huffman

One Year of Typing in Eight Summer Weeks, O 38

Oomph—My favorite shorthand teaching device, Ja 22

Packer, Dr. Harry Q., Using a Tape Recorder to Enrich Instruction, D 27

Paper, see Balsley, Krause

Pearson, Dr. Karl G., The Small-Loan Business—Saint or Sinner, N 13, D 9, Ja 9

Pitfalls in Journalizing, N 20

Pitfalls in Posting, D 18

Place, Dr. Irene, Noma—First Aide to Business Teachers, Ja 7

Practical Business Experiences Should Start with Work Right in the School, F 19

Price, Dr. Ray G., Try Using a Flannel Board, Mr 19

Principles to Follow in Setting Up Clerical-Practice Course, S 16

Problems of Beginning Teachers in Secretarial and Office Practice, The, Ja 23

Professional Reading, see Special Features

Professional Report, see Special Features

Projectors, see Gibson; also New Business Equipment

Projects in Advertising, Mr 17; After-School Employment, Ap 18; Banking Services, Mr 18; Brands and Weights, Mr 18; Bulletin-Board Display, My 20; Consumer Studies, O 33; Filing, Ap 18; General Business, Mr 17, Ap 17, My 13, My 20, Jn 35; Postal Services, Jn 36; Record-keeping, My 20; Retailing Displays, Ap 20; Salary Plan, My 13; Secretarial Practice, Ap 19, 21; Shipping Services, Jn 35; Telegraph Services, Jn 36; Telephone Services, Jn 36; Transportation, Ap 17

Punctuation Previews, F 26

Pursell, Samuel W., School Bank, Washington, Mr 7

Quoting Doctor Gregg, see Special Features

Radio Programs, Jn 41

Recorders, see Goodwin

Recordkeeping, see Heiges

Remington Standard Has New Margin Arrangement, N 9

Reschkes, D 29

Ribbon Demonstration, N 25, N 31

Rockefeller, Miriam, New York University Has Developed New Facilities for Retailing Students, Ap 20

Rogers, Fern J., Rubicam's, St. Louis, Historical Note, D 30

Rosenblum, Irving, The Museum Exhibit, F 30; Try Using an Arithmetic Bee, Mr 20

Rotation Schedules, F 14

Routing and Materials for Teaching Chronological Filing to Slow Learners, Mr 30

Royal Celebrates Its Golden Anniversary, Jn 34

Royal's New "Magic Tab", S 10

Royer, Mrs. B. M., My favorite transcription device: Spelling Analysis Chart, My 12

Rubicam's, St. Louis, Historical Note, D 30

Satlow, Dr. I. David, Getting Ready for September, S 21

Schlichting, A. A., Another Simplified Keyboard, D 11

Schmidt, Geraldine T., Modern Building for Business Training in Chicago's Luther High School North, My 7

School Bank, Washington, Mr 7

Secretarial Practice Course, see Hicks

Selden, William, How to Present a Unit on Automobile Insurance, O 14

Selling, see Hecht

"Shelf Life" of Supply Items, My 15

Shorthand, see Budish, Dickinson, Duckwall, Dyer, Fosdick, Gamble, Goodwin, Moran, Shostak, Sr. M. Therese, O.S.F.

Shorthand Carols, D 13

Shostak, Rosalyn R., Oomph—My favorite shorthand teaching device, Ja 22

60-Day-6% or 360-Day-1%, S 18

Small Loan Business, see Gane, Pearson

Social-Study Techniques, see Heimeri

Some Number Drills for Students of Record Keeping, Mr 12

Special Features

Business Scene, S 4, O 6, N 4, D 4, Ja 4, F 4, Mr 4, Ap 7, My 4, Jn 3

Distributive Education, S 30, O 42, N 30, D 34, Ja 30, F 34, Mr 38, Ap 40, My 32, Jn 40

New Business Equipment, S 48, O 56, N 48, D 48, Ja 48, F 48, Mr 56, Ap 50, My 48, Jn 54

Professional Reading, S 31, O 43, N 31, D 35, Ja 31, F 35, Mr 39, Ap 41, My 33, Jn 41

Professional Report, S 41, O 50, N 41, D 43, Ja 41, F 43, Mr 49, Ap 51, My 43, Jn 51

Quoting Doctor Gregg, S 29, O 41, N 29, D 33, Ja 29, Mr 37, Ap 39, My 31, Jn 39

Teaching Aids, S 32, O 44, N 32, D 36, Ja 32, F 33, Mr 40, Ap 42, My 34, Jn 42

Special Sections: Audio Visual Aids, D 21; Summer School, 1954, Ap 23; Things to Do in General Business, Mr 17; Transcribing Machines, O 25; Visual Display, My 17

Spelling, see Royer

Stationery Practices, see Balsley, Collins, Krause

Statistics, O 39, Ja 25, F 11, A 14

Steadman, Charles W., Fundamental Problems in Distributive Education, Jn 19

Summer School: Ah, Scholars, Ap 29; Earn Your Way, Ap 25; Three F's, Ap 31

Summer School Directory, Ap 23

Supplies, see Collins, Thomas

Surveys, D 21; also see Altman, Balsley, Hay, Sweetland

Sweetland, Dean, After Checking with Businessmen, We Built a New Curriculum, Jn 14

Take a Picture (Statistical) of Your Graduating Class, Ja 25

Tape Recorders, see Packer; also New Business Equipment

Tape Recording, N 27

Teach "Loss" as Well as "Profit", Mr 33

Teach the Columnar Cash Journal, Ap 32

Teacher Training, see Summer Schools

Teaching Aids, see Special Features

Teaching Practices, see Barrord, Hale, Rosenblum, Sr. M. Therese; also Favorite Teaching Devices

Telephone Technique, see Frakes

Television Programs, Jn 41; see also Green, Gross

Ten Suggestions about Teaching Manual Typists to Use Electrics, F 27

Testing Program, see Dickinson

There's a New Allen Typewriter, Ja 13

There's a New IBM, My 25

There's a New Smith-Corona, Mr 16

There's a New Underwood, Ap 13

Therese, Sister M. O.S.F., Challenge in Teaching Shorthand, Jn 23

Things to Do in General Business, Mr 17

Thomas, Dr. Archie C., Go After What You Need in Your Typing Laboratory, D 7

Three Fundamental Bookkeeping Formulas, S 25

Today's Secretary Dictation Transcript, S 34, O 46, N 34, D 38, Ja 34, F 36, Mr 42, Ap 44, My 36, Jn 44

Totten, Florence, One Year of Typing in Eight Summer Weeks, O 38

Transcribing Machines, see Duckwall, Gibson, Madison

Transcribing Machines: A Program for Improving Instruction on Them, O 25; For Shorthand Practice, O 27; If You Cannot Buy Them, Rent Them, O 29

Transcription, see Balsley, Bell, Dickinson, Duckwall, Gamble, Gavin, Kruger, Lloyd, Royer, Ulrich

Transcription Awards Programs Starts in March, F 15

Transcription tests, F 15, Mr 14, Ap 34, My 26

Trial-Balance Trouble, Ja 20

Try a Local-Industry Approach, Mr 23

Try Taking a Field Trip, Mr 21

Try Using a Flannel Board, Mr 19

Try Using an Arithmetic Bee, Mr 20

Try Using News to Start Units, Mr 24

Two Projects in Business Letter Writing, Ap 19

Typewriters, see Lloyd, Schlichting, Thomas, Willins, Winger

Typing, see Balsley, Barrord, Connelly, Dickinson, Fedor, Green, Gross and Neuenhaus, Gross, Huffman, Jensen, Murray, Totten, Ward, Willins, Winger, Wood

Typing Drills . . . for Accuracy Control, F 16; for Number Control, Ap 36, My 28, Jn 28; for Speed, Ja 18; for Technique, Mr 10

Ulrich, Florence Elaine, Are You Using the "Mailable Transcript" Tests, Ap 34; Here's the Third of the "Mailable Transcript" Tests, My 26; Here's Your New Transcription Booster, Mr 14

Using a Tape Recorder to Enrich Instruction, D 27

Using Slides in Typewriting, Ap 33

Visual Aids, see Gross and Neuenhaus; also Special Sections

Visual Display, My 17-23

Visual Display: The Montage, My 17; The Poster, My 18; The "Project" Bulletin Board, My 19; The "Special Goal" Display, My 23; The "Tone" Bulletin Board, My 22

Ward, Ruth B., Bulletin Board Display, D 12

"We Did Something about Correct Telephone Technique", O 22

We Must Learn from "T.W.I.", F 7

We Worked Together, N 7

What Business Letters Really Look Like, Mr 32

What Businessmen Want in Application Letters, S 7

What Should We Teach about Paper, F 21

What We Now Know about Electricity, My 30, Jn 7

White, Jane F., Teaching Aids, S 32, O 44, N 32, D 36, Ja 32, F 33, Mr 40, Ap 42, My 34, Jn 42; Visual Display, My 17

Willett, Kenneth B., We Worked Together, N 7

Willins, Stella, How to Use Royal's "Carriage Tension Control," F 18; Royal's New "Magic Tab," S 10

Winger, Dr. Fred, Typing Drills for Control, F 16; for Speed, Ja 18; for Technique, Mr 10; What We Now Know about Electricity, My 30, Jn 7

Wood, Marion, First Lesson in Typewriting — When You Use Electric Machines, N 23; Ten Suggestions about Teaching Manual Typists to Use Electrics, F 27

Work Experience, see Cambier